



Airport IQ: Virginia Sponsors Guide

The *Airport IQ: Virginia Sponsors Guide* has been prepared to assist sponsors with the online submission of project requests to the Virginia Department of Aviation (DOAV). The information in the guide is organized into the following sections:

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Note: The fictitious airport VA Skies Airport, with the identifier VAS, is used for examples throughout this guide.

If sponsors have questions about the online submission process, they should contact DOAV's Airport IQ Help Desk staff at 804-236-3632:






Susan Simmers	extension 105
Mike Swain	extension 114

If sponsors have questions about passwords, they should contact DOAV's Airport IQ Help Desk staff at 804-236-3632:

Patty Sturgill	extension 104
Susan Simmers	extension 105

If sponsors have changes and updates for the General Information module, they should send the changes to Susan Simmers at susan.simmers@doav.virginia.gov.

Quick Steps to Enter a Project Request

1. login to Airport IQ using the sponsor's username and password
2. select airport from airport drop-down box on menu bar
3. select Grant Requests module
4. select Grant Requests choice
5. click on 
6. enter the name of the project in the Add Project box
7. click on 
8. select the new project from the list of projects
9. click on the CIP Data button at the bottom right of the screen
10. enter the fiscal year
11. select the project type from the drop-down box
12. enter the project purpose or justification in the description field
13. enter the dollar amount for each of the funding sources from which funds are requested
14. click on 
15. select Process Management choice
16. select the project
17. choose the document category
18. click on  for the appropriate document category
19. select a document type
20. select other projects with which the document is associated
21. click on the Browse button to access a file directory
22. select the document to be added
23. click on the Save button
24. click on 
25. repeat for each project

Quick Steps to Submit a Project Request

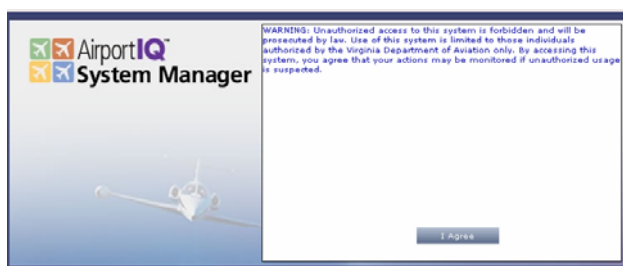
1. select all projects to be submitted
2. click the Submit button at the bottom left of the screen
3. click OK on the obstruction certification popup box

1.0 Introduction to Airport IQ System Manager

Airport IQ System Manager, referred to in this guide as Airport IQ, is a software application developed for the management of state aviation systems. DOAV is using Airport IQ to manage data on Virginia airports, evaluate project requests, and manage grants. Virginia airport sponsors use Airport IQ to submit project requests online.

Airport IQ is a web-based program. As such, changes to or between screens will not always be instantaneous.

DOAV supplies sponsors with the website address for the Virginia Airport IQ application. Users will need to navigate through the restricted site warning before beginning the login process.



1.1 Overview of Airport IQ

The data in Airport IQ is organized into modules. Overall program menus are displayed across the top of each screen, and the modules are displayed in the navigation bar along the left side of the screen. When a module is open, the module title on the navigation bar is shown in red.

Menu Bar →

Navigation Bar →

App Version: 1.2.4.3 Database Ver: 1.2.4.3 Server: DOAV2708 Catalog: VirginiaAirportIQ

Virginia Department of Aviation

Facility Data | State System Data | Utilities

VA Skies Airport Options | Help | Logout

General Information Dates Miscellaneous Priority Rating Contacts Comments

General Information

Facility Name VA Skies Airport

Facility Address 123 White Cloud Road

City Flyville

State VA Zip Code 23232

Web Address www.VASkies.org

Email Address VASkies@flying.net

County HANOVER

Associated City Richmond

Congressional Dist.

Transport. District

State Senate

State Assembly

State Classification GA Regional

Identifiers

Location Identifier VAS Latitude

FAA Site Number 12345.5*A Longitude

NPIAS Number Elevation 1350

FAA AIP Number 123

Airport Category

FAA Service Level General Aviation

Facility Type Airport

Facility Use Public

Facility Ownership Public

Air Carrier Service No

Part 139 Status NA

System Plan

Certificates

Date Issued Certificates

Date Expires

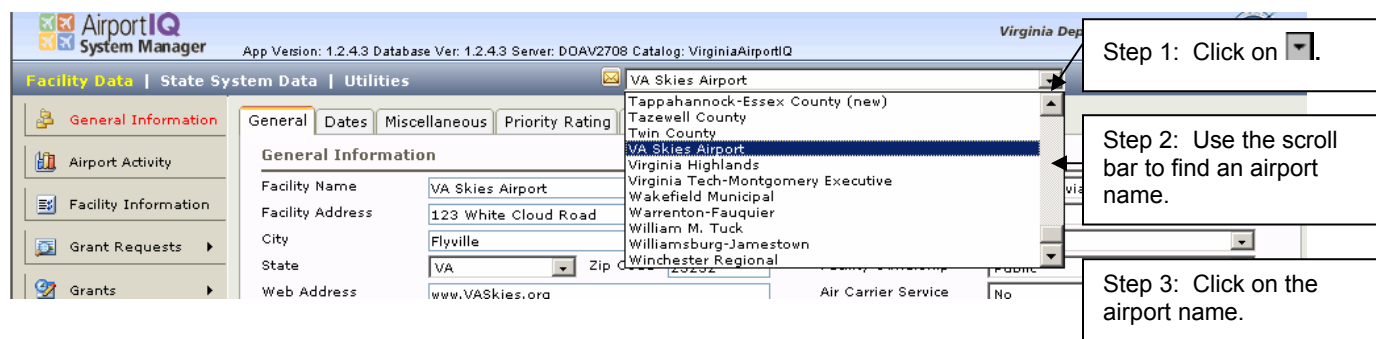
Certificate Type Select One ...

Browser Reports

Sponsors use the Grant Requests and General Information modules under the Facility Data menu. A sponsor only has access to enter and submit project requests for that sponsor's airport in the Grant Requests module and is able to view only data for that sponsor's airport in the General Information module.

After the login process is complete, Airport IQ opens to the General Information module. The module screen first displays just the navigation bar. The sponsor's airport must be selected in order for data to populate the screen. A sponsor can move to the Grant Request module before making an airport selection.

To select an airport:



1.1.1 Grant Requests Module

Through the Grant Requests module, sponsors enter and submit project requests to DOAV. This process involves entering project names, information, and supporting documentation and submitting projects for DOAV evaluation and, for Airport Capital Program projects, recommendation to the Virginia Aviation Board.

1.1.2 General Information Module

Through the General Information module, sponsors can view general facility information about their airports. This module provides a variety of information, including:

- facility address, associated city, and location
- VATSP role and FAA service level
- dates for inspections
- Virginia Aviation Board region
- minimum standards compliance and airport maintenance condition
- owner and manager contact information

Additional information on this module is provided in 5.0 General Information Module.

1.2 System Requirement

Airport IQ operates on any computer running Microsoft Windows with a recent version of the Microsoft Internet Explorer Browser.

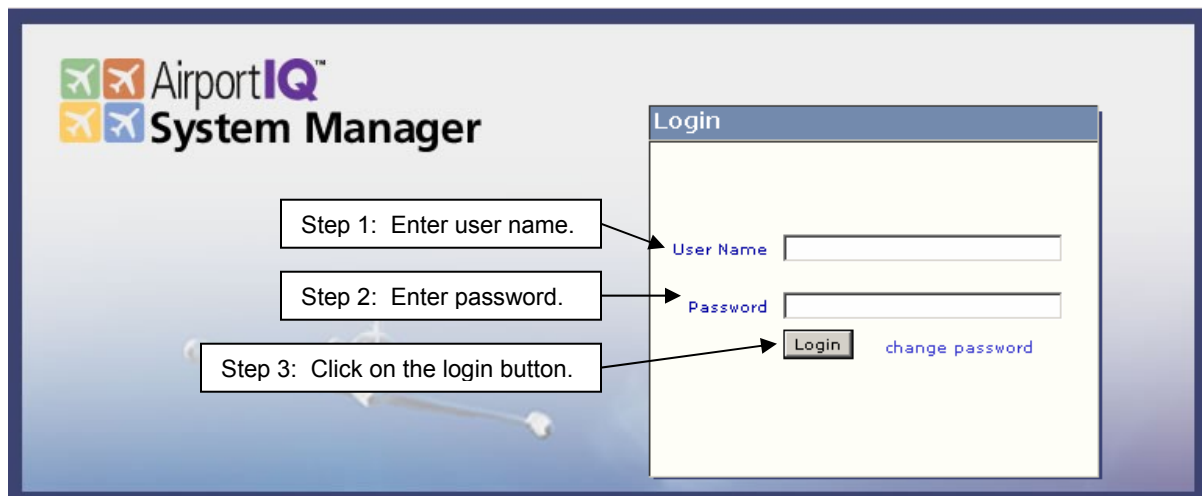
2.0 Login Process

DOAV provides to sponsors a user name and password unique to each airport. The user name allows a sponsor to view general information on the sponsor's airport, enter project requests, and submit project requests. A sponsor is able to view information and access project requests for the sponsor's airport only.

2.1 How to Login

Once the website has been accessed, the login screen appears.

To login:

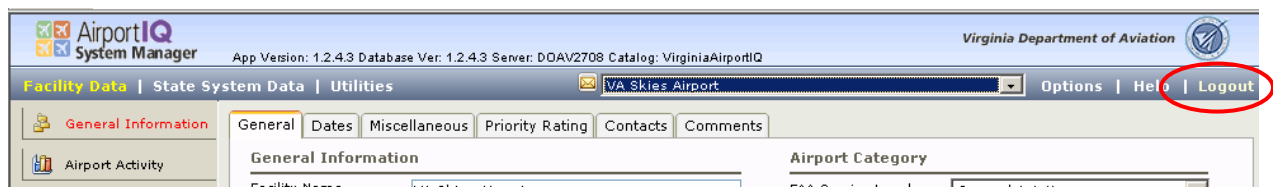


Once the login process is complete, Airport IQ opens to the General Information module.

2.2 How to Logout

Sponsors can leave Airport IQ by logging out of the program or by exiting the website. If a sponsor logs out of the program, the sponsor will be returned to the login screen. This option is useful if a sponsor needs to end a work session and then return within a short time period. If a sponsor exits the website and then needs to return to the program, the sponsor has to access the application website.

To logout of Airport IQ, click Logout on the menu bar:



2.2.1 Time Out Period

If no activity takes place within Airport IQ for 20 minutes, the program will logout the user. When new activity is attempted, the system prompts the user to login by opening the login screen.

2.3 Passwords

Every sponsor has been assigned a unique user name and password. These must be used the first time a sponsor logs into Airport IQ. Sponsors are encouraged to change their passwords once they begin using Airport IQ. Passwords in Airport IQ are case sensitive, should have a minimum of 4 characters, and have a maximum of 34 characters.

To change a password:

The first screenshot shows the 'Login' screen with fields for 'User Name' (Spon_VASkeys) and 'Password'. A 'Login' button and a 'change password' link are visible. A red circle highlights the 'change password' link, with an arrow pointing to a callout box: 'Step 1: Click on the change password link.'

The second screenshot shows the 'Change Password' form with five steps: 'Step 2: Enter current password.' (pointing to the 'Change Password' field), 'Step 3: Enter new password.' (pointing to the 'Old Password' field), 'Step 4: Enter new password.' (pointing to the 'New Password' field), 'Step 5: Click on the Change Password button.' (pointing to the 'Change Password' button), and 'Step 6: Enter new password.' (pointing to the 'Confirm' field). The 'Change Password' button is highlighted in red.

After the password change has been completed, Airport IQ opens to the General Information module.

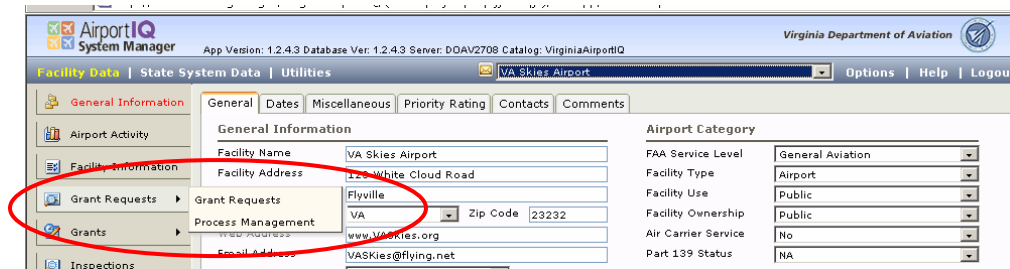
If a sponsor has problems with a password, the sponsor should contact DOAV's Airport IQ Help Desk to have the password reset. After logging into Airport IQ with that password, the sponsor should change the password.

If a sponsor wants an airport consultant to be assigned a user name and password for use in assisting the sponsor with project requests, the sponsor must provide DOAV with a written request, by mail or email, which includes:

- firm name
- contact name
- address for contact
- email address for contact
- phone number for contact

3.0 Application Process

Sponsors enter project requests and submit these requests using the Grant Requests module. This module can be accessed by moving the cursor over Grant Requests in the navigation bar; do not try to click on the module as if it were a button. A flyout menu with the choices Grant Requests and Process Management will appear. The Grant Requests choice is used for entering and submitting project requests. The Process Management choice is used for entering supporting documentation. To open Grant Requests or Process Management, click on the choice.



3.1 How to Enter a Project Request

Sponsors need to open the Grant Requests choice to enter project requests. The first time projects are entered, the table will be empty, the total line will carry zeros, and the CIP Data button will be inactive.

To enter a project:

A screenshot of the AirportIQ System Manager web application showing the 'Grant Requests' table and an 'Add Project' dialog box. The table has columns for Project Name, Status, Type, FAA, State, Local, and Total. The 'Add Project' dialog box is open, showing the 'Project Name' field with the text 'runway rehabilitation (design/construction)'. Three numbered steps are provided: Step 1: Click on the green plus icon to open the Add Project popup box. Step 2: Enter the project name. Step 3: Click on the X icon to close the Add Project popup box. The dialog box also shows the URL 'http://asm.doav.virginia.gov/' and the 'Internet' icon.

The project is then shown on the Grant Requests screen.

The screenshot shows the AirportIQ System Manager interface. The top header includes the logo, version information (App Version: 1.2.4.3, Database Ver: 1.2.4.3, Server: DOAV2708, Catalog: VirginiaAirportIQ), and the Virginia Department of Aviation logo. The main navigation bar shows 'Facility Data | State System Data | Utilities' with a dropdown for 'VA Skies Airport' and links for 'Options | Help | Logout'. The left sidebar contains icons for 'General Information', 'Airport Activity', 'Facility Information', 'Grant Requests' (highlighted), and 'Grants'. The main content area has filters for 'Project Status' (All) and 'Project Type' (All), and 'Filter by Year' (Start Year: Null, End Year: 2007). A table displays project data:

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
	runway rehabilitation (design...	CIP	CAF	0.00	0.00	0.00	\$0.00
			Total	0.00	0.00	0.00	\$0.00

Please note that all initial entries show CAF as the project type. The project type can be changed when project information is entered. All entries that have not been submitted will show CIP as the status.

To enter project information:

This screenshot is similar to the previous one but with annotations for entering project information. The 'Filter by Year' dropdown is set to '2013'. The table shows two projects: 'rotating beacon repair' and 'runway rehabilitation (design...)', both with status 'CIP' and type 'CAF'. A callout box labeled 'Step 1: Click on the project.' points to the 'runway rehabilitation (design...' project name. Another callout box labeled 'Step 2: Click on the CIP Data button.' points to a 'CIP Data' button located below the table. At the bottom of the screen are 'Submit' and 'Options' buttons.

For Airport Capital Program projects:

Edit CIP Data -- Web Page Dialog

Edit CIP Data

Project Name: Funding Year:

Project Type:

Description:

Items	FAA	State				
		AC/R Discreti...	GA Discretion...	Maintenance	Security	F&E
Request	71,250.00	0.00	2,250.00	0.00	0.00	
Total	71,250.00	0.00	2,250.00	0.00	0.00	

Step 3: Enter the fiscal year.

Step 4: Enter the requested federal, state, and local dollar amounts, using the enter key to move to the next column.
Use the scroll bar to advance to the local and total dollar columns.

Step 5: Click on **X** to close the Edit CIP Data popup box.

Edit CIP Data -- Web Page Dialog

Edit CIP Data

Project Name: Funding Year:

Project Type:

Description:

Items	State				Local	Total
	Security	F&E	Aviation Pro...	Air Service De...		
Request	0.00	0.00	0.00	0.00	1,500.00	\$75,000.00
Total	0.00	0.00	0.00	0.00	1,500.00	\$75,000.00

For Airport Special Fund programs:

Edit CIP Data -- Web Page Dialog

Edit CIP Data

Project Name: rotating beacon repair

Funding Year: 2007

Project Type: CAF

Description:

Step 3: Enter the fiscal year.

Step 4: Select the project type.

	FAA	AC/R Discretionary	GA Discretionary	Maintenance	Security	F&E
Request	71,250.00	0.00	2,250.00	0.00	0.00	
Total	71,250.00	0.00	2,250.00	0.00	0.00	

Edit CIP Data -- Web Page Dialog

Edit CIP Data

Project Name: rotating beacon repair

Funding Year: 2007

Project Type: Maintenance

Description: The drive motor on the rotating beacon has stopped working. VCJ Communications confirmed this during its troubleshooting work earlier this week. The cost for a replacement motor and shipping is \$600. Estimated travel and labor for VCJ Communications is \$450. The total estimated repair cost is \$1,050.

Step 5: Enter the project justification or purpose.

	FAA	AC/R Discretionary	GA Discretionary	Maintenance	Security	F&E
Request	0.00	0.00	0.00	840.00	0.00	
Total	0.00	0.00	0.00	840.00	0.00	

Step 6: Enter the requested federal, state, and local dollar amounts, using the enter key to move to the next column.

Use the scroll bar to advance to the columns for other funding programs and the local and total dollar columns.

Step 7: Click on X to close the Edit CIP Data popup box.

	F&E	Aviation Pro...	Air Service De...	Local	Total
	0.00	0.00	0.00	210.00	\$1,050.00
Total	0.00	0.00	0.00	210.00	\$1,050.00

When entering dollar amounts, users should keep in mind the following:

- Commas are not accepted by Airport IQ.
- The total funding requested will be calculated by Airport IQ.
- Sponsors of air carrier and reliever airports need to enter the state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the state discretionary amounts into the GA Discretionary field.
- A column for state entitlement funds is automatically displayed for air carrier airports.

The project type and costs are then shown on the Grant Requests screen:

App Version: 1.2.5.5 Database Ver: 1.2.5.5 Server: DOAV2708 Catalog: VirginiaAirportIQ

Facility Data | State System Data | Utilities VA Skies Airport Options | Help | Logout

Filter by Status/Type Project Status: All Project Type: All Filter by Year Start Year: Null End Year: 2013

Proj Year	Project Name	Status	Type	FAA	State	Local	Total
2007	rotating beacon repair	CIP	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	runway rehabilitation (design...)	CIP	CAF	71,250.00	2,250.00	1,500.00	\$75,000.00
			Total	71,250.00	3,090.00	1,710.00	\$76,050.00

Submit Options CIP Data

Projects are listed by fiscal year and alphabetically within each fiscal year.

3.2 How to Enter Supporting Documents

Sponsors must provide electronic versions of supporting documents for all project requests. The documents may be in Word, Excel, or PDF formats. Information on the supporting documentation required for the various funding programs can be found in DOAV's *Airport Program Manual*. The naming conventions for the supporting documents are provided in Appendix A of this guide.

Sponsors need to open the Process Management choice to enter supporting documents to Airport IQ.

The screenshot shows the AirportIQ System Manager interface. The left sidebar contains a menu with options: General Information, Airport Activity, Facility Information, Grant Requests, Grants, and Inspections. The 'Grant Requests' option is expanded, and 'Process Management' is highlighted with a red circle. The main content area displays the 'General Information' tab for 'VA Skies Airport'. It includes fields for Facility Name, Facility Address, Flyville, VA, Zip Code 23232, Web Address www.VASkies.org, and Email Address VASKies@flying.net. To the right, the 'Airport Category' section contains dropdown menus for FAA Service Level (General Aviation), Facility Type (Airport), Facility Use (Public), Facility Ownership (Public), Air Carrier Service (No), and Part 139 Status (NA).

To enter supporting documentation:

The screenshot shows the AirportIQ System Manager interface with the 'Documents' tab selected. The main content area displays a list of projects under the 'Filter by Project Type' dropdown set to 'All'. The projects listed are: apron expansion - eastside (construction), rotating beacon repair, and runway rehabilitation (design/construction). A callout box labeled 'Step 1: Click on the project.' points to the first project. Below the project list, a 'Documents' section is visible, showing a list of document categories: Airport Capital Program Documents, Maintenance, Security, & F&E Program Documents, Aviation Promotion & Air Service Program Documents, Plans and Specs (DOAV use only), Correspondence (DOAV use only), Pay Requests, and Miscellaneous (DOAV use only). A callout box labeled 'Step 2: Click on + for the appropriate funding program.' points to the green plus icon next to the first document category. A 'Report' button is located at the bottom right of the document list.

http://asm.doav.virginia.gov - Add ...

Add Document

Document Type: narrative

Location: Electronic

Date:

Project Association: apron expansion - eastside (construction)
rotating beacon repair

(hold down 'Ctrl' to select multiple projects)

File: Browse...

Comments:

Save Cancel

Done Internet

Step 3: Select the type of document. Different document types will display for the different funding programs as noted below.

Step 4: Select electronic as the document format.

Step 5: Select all of the other projects to which the document applies, so the document can be entered for multiple projects at one time. The projects are listed alphabetically.

Step 6: Click on the Browse button to access a file directory.

Choose file

Look in: Documents

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network Places

VAS bids rotating beacon repair 050107
 VAS catex arpon expansion VAB 07 04
 VAS catex runway rehabilitation VAB 07 04
 VAS narrative all projects VAB 07 04
 VAS schedule rotating beacon repair 050107
 VAS scope rotating beacon repair 050107
 VAS sketch all projects VAB 07 04

File name: VAS narrative all projects VAB 07 04

Files of type: All Files (*.*)

Open Cancel

Step 7: Select the file to be added.

Step 8: Click on the Open button.

Step 9: Click on the save button.

Step 10: Click on X to close the Add Document popup box.

The document type choices for the different funding programs are:

Airport Capital Program	<ul style="list-style-type: none"> • narrative • narrative sketch • environmental documentation • other documentation
<ul style="list-style-type: none"> • Facilities and Equipment Program • Voluntary Security Program • Maintenance Program 	<ul style="list-style-type: none"> • scope of work • quote/bid • project schedule • sketch
<ul style="list-style-type: none"> • Aviation Promotion Program • Air Service Development and Enhancement Program 	<ul style="list-style-type: none"> • estimated budget

Please note that scopes of work, bids, and engineering contracts are not included in the list of documents for the Airport Capital Program. Those documents should be submitted directly to the appropriate DOAV planner or engineer for review and approval. For state funded Airport Capital Program projects, DOAV review and approval are required prior to the submittal of a project.

The document listing is then shown on the Process Management screen:

The screenshot shows the AirportIQ System Manager interface. The top navigation bar includes 'Facility Data', 'State System Data', and 'Utilities'. The main content area displays a table of projects with columns: Project Name, Program Year, Project Number, Category, and Status. The projects listed are:

Project Name	Program Year	Project Number	Category	Status
apron expansion - eastside (construction)			construction	CIP
rotating beacon repair			construction	CIP
runway rehabilitation (design/construction)			construction	CIP

A pop-up window titled 'Airport Capital Program Documents' is open, showing a table of documents with columns: Delete, Document Type, Document Title, Published, Comment, Location, Document Date, and View. The documents listed are:

Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
<input type="checkbox"/>	narrative	VAS narrative all projects VAB 07 04.doc	03/23/2007		Electronic		View
<input type="checkbox"/>	narrative sketch	VAS sketch all projects VAB 07 04.doc	03/23/2007		Electronic		View
<input type="checkbox"/>	environmental documentation	VAS catex runway rehabilitation VAB 07 04.doc	03/23/2007		Electronic		View

Below the document table, there are sections for 'Maintenance, Security, & F&E Program Documents', 'Aviation Promotion & Air Service Program Documents', and 'Plans and Specs (DOAV use only)'.

The documents selected using the project association choice in the Add Document popup box will show on the Process Management screen for the selected projects:

This screenshot is identical to the previous one, showing the same AirportIQ System Manager interface with the same project and document tables.

Please note that the project category defaults to construction. DOAV changes the project category during its evaluation of the project request.

To view a document, click on the View link in the last column:

The screenshot shows the AirportIQ System Manager interface. The 'Documents' tab is selected, displaying a list of documents. The 'View' link in the last column of the document list is circled in red.

Project Name	Program Year	Project Number	Category	Status
apron expansion - eastside (construction)			construction	CIP
rotating beacon repair			construction	CIP
runway rehabilitation (design/construction)			construction	CIP

Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
<input type="checkbox"/>	scope of work	VAS scope rotating beacon repair 050107.doc	03/23/2007		Electronic		View
<input type="checkbox"/>	quote/bid	VAS bids rotating beacon repair 050107.doc	03/23/2007		Electronic		View
<input type="checkbox"/>	project schedule	VAS schedule rotating beacon repair 050107.doc	03/23/2007		Electronic		View

To delete a document:

The screenshot shows the AirportIQ System Manager interface with annotations for deleting a document. The 'Documents' tab is selected, displaying a list of documents. The 'Delete' column has a checkbox selected for the document 'VAS catex arpon expansion VAB 07 04.doc'. A callout box points to this checkbox with the text 'Step 2: Click on the box in the Delete column for the document to be deleted.' Another callout box points to the 'X' icon in the top right corner of the document list with the text 'Step 3: Click on X.' A third callout box points to the 'OK' button in the 'Delete selection?' dialog box with the text 'Step 4: Click OK.' The dialog box also shows 'Cancel' as an option.

Project Name	Program Year	Project Number	Category	Status
apron expansion - eastside (construction)			construction	CIP
rotating beacon repair			construction	CIP
runway rehabilitation (design/construction)			construction	CIP

Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
<input type="checkbox"/>	narrative	VAS narrative all projects VAB 07 04.doc	03/23/2007		Electronic		View
<input type="checkbox"/>	narrative sketch	VAS sketch all projects VAB 07 04.doc	03/23/2007		Electronic		View
<input checked="" type="checkbox"/>	environmental documentation	VAS catex arpon expansion VAB 07 04.doc	03/23/2007				
<input type="checkbox"/>	environmental documentation	VAS catex runway rehabilitation VAB 07 04.doc	03/23/2007				

3.3 How to Run Reports on Projects and Documents

Once projects are submitted for DOAV evaluation, the project status changes to submitted, and sponsors can not access the data or documents. Sponsors are encouraged to run and save a Capital Improvement Program Report and a Project Document Library report for their records before projects are submitted. A Capital Improvement Program Report lists all projects entered but not submitted into Airport IQ and is generated through the Grant Requests screen. A Project Document Library report lists all documents for one project and is generated through the Process Management screen.

To run a Capital Improvement Program Report:

Step 1: Move the cursor over the Options button to open the flyout menu.

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
2007	apron expansion - eastside (...)	CIP	CAF	425,000.00	15,000.00	10,000.00	\$450,000.00
2007	rotating beacon repair	CIP	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	runway rehabilitation (design...	CIP	CAF	71,250.00	2,250.00	1,500.00	\$75,000.00
2008	environmental assessment s...	CIP	CAF	42,750.00	1,350.00	900.00	\$45,000.00
2009	taxiway rehabilitation (design...	CIP	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00
2010	t-hangar #3 site preparation ...	CIP	CAF	0.00	40,000.00	10,000.00	\$50,000.00
2011	land acquisition services sout...	CIP	CAF	42,750.00	1,350.00	900.00	\$45,000.00
2012	land acquisition southside de...	CIP	CAF	475,000.00	15,000.00	10,000.00	\$500,000.00
			Total	1,146,050.00	78,610.00	35,390.00	\$1,260,050.00

Step 2: Move the cursor over Reports.

Step 3: Click on CIP Report.

CIP Report
CIP Project Summary Report

Airport IQ generates the Capital Improvement Program Report in PDF format.

http://asm.doav.virginia.gov/VirginiaAirportIQ/(dbp4uu45s3l20smizwnyzmu)/WebApp/CIP/AirportIQNet/Reports/CIPReport.ActiveReport?outputFormat=pdf

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites

Address http://asm.doav.virginia.gov/VirginiaAirportIQ/(dbp4uu45s3l20smizwnyzmu)/WebApp/CIP/AirportIQNet/Reports/CIPReport.ActiveReport?outputFormat=pdf Go Links

Save a Copy Search Select 95% Search Web Adobe Reader 7.0

Capital Improvement Program Report

Department of Aviation Commonwealth of Virginia
VA Skies Airport

Year	Project Description	Status	FAA	State	Local	Total
All Projects						
2007						
	apron expansion - eastside (construction)	CIP	425,000.00	16,000.00	10,000.00	\$450,000.00
	rotating beacon repair	CIP	0.00	840.00	210.00	\$1,050.00
	runway rehabilitation (design/construction)	CIP	71,250.00	2,250.00	1,500.00	\$75,000.00
	SubTotal:		\$496,250.00	\$18,090.00	\$11,710.00	\$526,050.00
2008						
	environmental assessment southside development	CIP	42,750.00	1,350.00	900.00	\$45,000.00
	SubTotal:		\$42,750.00	\$1,350.00	\$900.00	\$45,000.00
2009						
	taxiway rehabilitation (design/construction)	CIP	89,300.00	2,820.00	1,880.00	\$94,000.00
	SubTotal:		\$89,300.00	\$2,820.00	\$1,880.00	\$94,000.00
2010						
	t-hangar #3 site preparation (construction)	CIP	0.00	40,000.00	10,000.00	\$50,000.00
	SubTotal:		\$0.00	\$40,000.00	\$10,000.00	\$50,000.00
2011						
	land acquisition services southside development	CIP	42,750.00	1,350.00	900.00	\$45,000.00
	SubTotal:		\$42,750.00	\$1,350.00	\$900.00	\$45,000.00
2012						
	land acquisition southside development	CIP	475,000.00	15,000.00	10,000.00	\$500,000.00
	SubTotal:		\$475,000.00	\$15,000.00	\$10,000.00	\$500,000.00
All Projects			\$1,146,050.00	\$78,610.00	\$35,390.00	\$1,260,050.00

1 of 1

All projects entered into the Grant Requests module appear in the reports. Projects are listed by fiscal year and alphabetically within each fiscal year.

To run a Project Document Library report:

The screenshot shows the Airport IQ System Manager interface. The top navigation bar includes 'Facility Data', 'State System Data', and 'Utilities'. The main content area is divided into two sections. The first section, 'Filter by Project Type', shows a list of projects: 'apron expansion - eastside (construction)', 'rotating beacon repair', and 'runway rehabilitation (design/construction)'. A callout box labeled 'Step 1: Select the project.' points to the 'rotating beacon repair' project. The second section, 'Documents', shows a list of documents under the heading 'Maintenance, Security, & F&E Program Documents'. The documents are: 'scope of work', 'quote/bid', and 'project schedule'. A callout box labeled 'Step 2: Click on the Report button at the bottom of the screen.' points to the 'Report' button at the bottom right of the interface.

Project Name	Program	Project Status	Category	Status
apron expansion - eastside (construction)			Construction	CIP
rotating beacon repair			Construction	CIP
runway rehabilitation (design/construction)			Construction	CIP

Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
<input type="checkbox"/>	scope of work	VAS scope rotating beacon repair 050107.doc	03/23/2007		Electronic		View
<input type="checkbox"/>	quote/bid	VAS bids rotating beacon repair 050107.doc	03/23/2007		Electronic		View
<input type="checkbox"/>	project schedule	VAS schedule rotating beacon repair 050107.doc	03/23/2007		Electronic		View

Aviation Promotion & Air Service Program Documents

Plans and Specs (DOAV use only)

Correspondence (DOAV use only)

Pay Requests

Miscellaneous (DOAV use only)

Report

Airport IQ generates the Project Document Library report in PDF format.

The screenshot shows a PDF report titled 'Department of Aviation Commonwealth of Virginia Project Document Library'. The report is for the project 'VA Skies Airport - rotating beacon repair'. It contains a table with the following data:

Document Type	Document Title	Location	Author	Published	Comments
Maintenance, Security, & F&E Program Documents					
project schedule	VAS schedule rotating beacon repair 050107.doc	Electronic	simmers	3/23/2007	
quote/bid	VAS bids rotating beacon repair 050107.doc	Electronic	simmers	3/23/2007	
scope of work	VAS scope rotating beacon repair 050107.doc	Electronic	simmers	3/23/2007	

Please note that Project Document Library reports are prepared by project. A report should be run for each project.

3.4 How to Submit a Project Request

Sponsors need to open the Grant Requests choice to submit project requests.

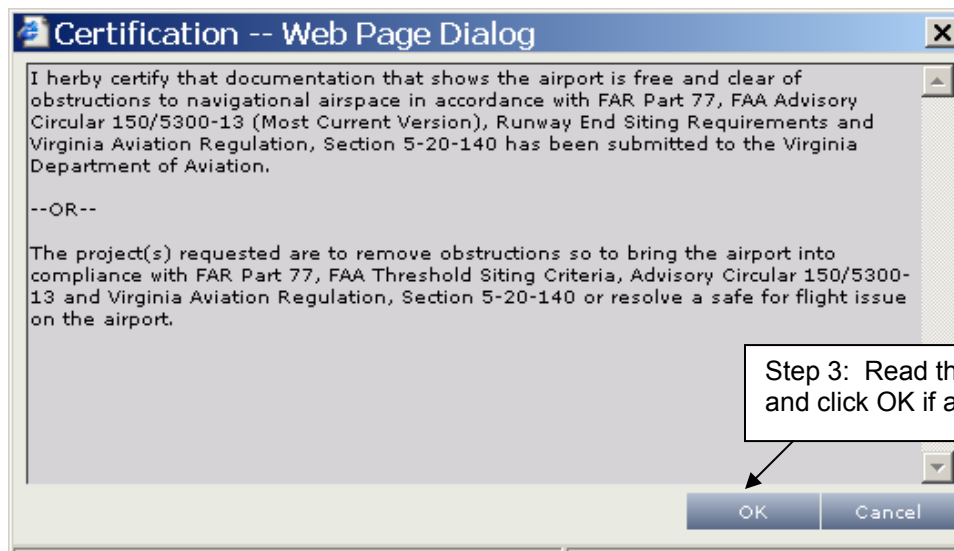
The screenshot shows the AirportIQ System Manager interface. The left sidebar contains a menu with options: General Information, Airport Activity, Facility Information, Grant Requests, and Grants. The 'Grant Requests' option is highlighted with a red circle. The main window displays a table of project data with columns: Prog Year, Project Name, Status, Type, FAA, State, Local, and Total. The table lists several projects, including '2007 apron expansion - eastside (...)', '2007 rotating beacon repair', '2007 runway rehabilitation (design...)', '2008 environmental assessment s...', '2009 taxiway rehabilitation (design...', '2010 t-hanger #3 site preparation ...', '2011 land acquisition services sout...', and '2012 land acquisition southside de...'. The total for all projects is \$1,260,050.00.

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
2007	apron expansion - eastside (...)	CIP	CAF	425,000.00	15,000.00	10,000.00	\$450,000.00
2007	rotating beacon repair	CIP	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	runway rehabilitation (design...	CIP	CAF	71,250.00	2,250.00	1,500.00	\$75,000.00
2008	environmental assessment s...	CIP	CAF	42,750.00	1,350.00	900.00	\$45,000.00
2009	taxiway rehabilitation (design...	CIP	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00
2010	t-hanger #3 site preparation ...	CIP	CAF				\$50,000.00
2011	land acquisition services sout...	CIP	CAF				\$45,000.00
2012	land acquisition southside de...	CIP	CAF				\$500,000.00
	Total						\$1,260,050.00

To submit project requests:

The screenshot shows the same AirportIQ System Manager interface as the previous one, but with a 'Submit' button highlighted in the bottom left corner. A callout box points to the 'Submit' button with the text: 'Step 2: Click on the Submit button.' Another callout box points to the '2007 runway rehabilitation (design...' project row with the text: 'Step 1: Select the projects to be submitted.'

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
2007	apron expansion - eastside (...)	CIP	CAF	425,000.00	15,000.00	10,000.00	\$450,000.00
2007	rotating beacon repair	CIP	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	runway rehabilitation (design...	CIP	CAF	71,250.00	2,250.00	1,500.00	\$75,000.00
2008	environmental assessment s...	CIP	CAF	42,750.00	1,350.00	900.00	\$45,000.00
2009	taxiway rehabilitation (design...	CIP	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00
2010	t-hanger #3 site preparation ...	CIP	CAF				\$50,000.00
2011	land acquisition services sout...	CIP	CAF				\$45,000.00
2012	land acquisition southside de...	CIP	CAF				\$500,000.00
	Total						\$1,260,050.00



When submitting projects, sponsors should keep in mind the following:

- Supporting documents must be entered before a project is submitted.
- Projects may be submitted individually.
- Multiple projects may be submitted at one time. To select multiple projects for submission, the sponsor needs to hold down the Control key and click on all the appropriate projects.

After a project is submitted, the project status changes to "Submitted". Sponsors cannot access the project request data or supporting documents once the status has changed.

If a sponsor identifies an error in the project request or a change in a project cost after the project request has been submitted, the sponsor needs to provide DOAV with a written notification of the error or change. The notification may be made by mail or email. DOAV will make the appropriate changes to the project request.

If a sponsor needs to submit documents after the project request has been submitted, the sponsor needs to send the documents to the appropriate DOAV staff for entry into Airport IQ.

If a sponsor wants or needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written request to withdraw the project. The request may be made by mail or email. DOAV will change the project status to CIP so the sponsor can access the data and supporting documents.

Consultants cannot submit projects for sponsors. When a consultant is working in Airport IQ, the submit button will not appear in the Grant Requests module.

3.5 How to Resubmit a Project Request

A project status will be changed to CIP module when a project request:

- has been withdrawn
- could not be funded due to a lack of available state funding
- was not approved due to unmet eligibility criteria or incomplete technical elements

Sponsors must revise the project request and supporting documents as needed and submit the request again. Unfunded project requests will not be automatically submitted by Airport IQ or DOAV.

3.6 How to Delete a Project Request

Sponsors may delete a project from the Grant Requests module. When a project is deleted, all supporting documents are also deleted.

Step 1: Click on the project to be deleted.

Step 2: Click on [X].

Step 3: Click OK.

Proj Year	Project Name	Status	Type	FAA	State	Local	Total
2007	apron expansion - eastside (...)	CIP	CAF	425,000.00	15,000.00	10,000.00	\$450,000.00
2007	rotating beacon repair	CIP	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	runway rehabilitation (design...	CIP	CAF	71,250.00	2,250.00	1,500.00	\$75,000.00
2007	stormwater pollution preventi...	CIP	CAF	0.00	3,200.00	800.00	\$4,000.00
2008	environmental assessment s...	CIP	CAF	42,750.00	1,350.00	900.00	\$45,000.00
2009	taxiway rehabilitation (design...	CIP	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00
2010	t-hanger #3 site preparation ...	CIP	CAF	0.00	40,000.00	10,000.00	\$50,000.00
2011	land acquisition services sout...	CIP	CAF	42,750.00	1,350.00	900.00	\$45,000.00
2012	land acquisition southside de...	CIP	CAF	475,000.00	15,000.00	10,000.00	\$500,000.00
			Total	1,146,050.00	81,810.00	36,190.00	\$1,264,050.00

Projects can only be deleted individually.

4.0 Project Status

Sponsors can view the status of a project request in the Grants Requests module.

Proj Year	Project Name	Status	Type	FAA	State	Local	Total
2006	Apron Expansion (Design)	Closed	CAF	0.00	0.00	0.00	\$0.00
2007	Rotating Beacon Repair	Closed	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	Security Perimeter Fence	Closed	Security	0.00	116,974.44	12,997.16	\$129,971.60
2008	Apron Expansion (Construction)	Granted	CAF	285,000.00	9,000.00	6,000.00	\$300,000.00
2008	AWOS Repair	Closed	Mainten...	0.00	624.00	156.00	\$780.00
2008	Taxiway Rehabilitation (Desi...	Closed	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00
2009	Bush Hog Mower	Screening	Mainten...	0.00	2,971.50	2,971.50	\$5,943.00
2009	Fly-in Air Show	Submitted	Aviation ...	0.00	0.00	0.00	\$0.00
2009	Taxiway Rehabilitation (Cons...	Tentative Alloc...	CAF	1,900,000.00	60,000.00	40,000.00	\$2,000,000.00
2010	Environmental Assessment (...)	CIP	CAF	19,000.00	600.00	400.00	\$20,000.00
2010	Maintenance Equipment Stor...	CIP	CAF	0.00	20,000.00	5,000.00	\$25,000.00
2012	Land Acquisition Services (Par...	CIP	CAF	33,250.00	1,050.00	700.00	\$35,000.00
2013	Land Acquisition (Parcel 45)	CIP	CAF	475,000.00	15,000.00	10,000.00	\$500,000.00
2014	T-hangar #3 Site Preparation...	CIP	CAF	0.00	40,000.00	10,000.00	\$50,000.00
		Total		2,801,550.00	269,879.94	90,314.66	\$3,161,744.60

DOAV uses the following project statuses:

CIP	<ul style="list-style-type: none">indicates a project request entered into the system
Submitted	<ul style="list-style-type: none">indicates a project request has been submitted to DOAV for evaluation
Screening	<ul style="list-style-type: none">indicates a project request is being evaluated by DOAV
Priority Rating	<ul style="list-style-type: none">indicates an Airport Capital Program project request has been given a project priority score
Tentative Allocation	<ul style="list-style-type: none">indicates a tentative allocation has been awarded by the Virginia Aviation Board to an Airport Capital Program project requestindicates an allocation has been awarded by DOAV staff to an Airport Special Fund Program project request that requires a grant
Granted	<ul style="list-style-type: none">indicates a grant has been executed for a Airport Capital Program projectindicates a grant has been executed for an Airport Special Fund Program project request that requires a grant agreementindicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that does not require a grant
Closed	<ul style="list-style-type: none">indicates a project that is closed

Sponsors can only access or delete project requests with a project status of CIP. If sponsors have questions about data or documents for project requests with other statuses, they should contact DOAV staff for assistance.

4.1 How to Use Filter and Sort Features

Sponsors can use the filter and sort features to modify the project listing shown on the Grant Requests screen.

The filter feature allows sponsors to select specific groups of projects for viewing, instead of having all their projects listed together. The listing of projects can be filtered by project status, project type, and fiscal year, either for a single year or a range of years. The filters can be used individually or in combination with each other.

To filter the data:

The project status and project type filters are selected from the drop-down boxes.

App Version: 1.3.1.8 Database Ver: 1.3.1.8 Server: (local) Catalog: VirginiaAirportIQ

VA Skies Airport

Filter by Status/Type

Project Status: All Project Type: All

Filter by Year

Start Year: Null End Year: 2015

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
2006	Apron Expansion (Design)	Closed	CAF	0.00	0.00	0.00	\$0.00
2007	Rotating Beacon Repair	Closed	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	Security Perimeter Fence	Closed	Security	0.00	116,974.44	12,997.16	\$129,971.60
2008	Apron Expansion (Construction)	Granted	CAF	285,000.00	9,000.00	6,000.00	\$300,000.00
2008	AWOS Repair	Closed	Mainten...	0.00	624.00	156.00	\$780.00
2008	Taxiway Rehabilitation (Desi...	Closed	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00

App Version: 1.3.1.8 Database Ver: 1.3.1.8 Server: (local) Catalog: VirginiaAirportIQ

VA Skies Airport

Filter by Status/Type

Project Status: All Project Type: All

Filter by Year

Start Year: Null End Year: 2015

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
2006	Apron Expansion (Design)	Closed	CAF	0.00	0.00	0.00	\$0.00
2007	Rotating Beacon Repair	Closed	F&E	0.00	840.00	210.00	\$1,050.00
2007	Security Perimeter Fence	Closed	Security	0.00	116,974.44	12,997.16	\$129,971.60
2008	Apron Expansion (Construction)	Granted	Aviation Promotion	0.00	0.00	0.00	\$0.00
2008	AWOS Repair	Closed	Air Service Development	285,000.00	9,000.00	6,000.00	\$300,000.00
2008	Taxiway Rehabilitation (Desi...	Closed	CAF	0.00	624.00	156.00	\$780.00
2008	Taxiway Rehabilitation (Desi...	Closed	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00

The fiscal year filter is selected by choosing a beginning and ending fiscal year from the drop-down boxes.

App Version: 1.3.1.8 Database Ver: 1.3.1.8 Server: (local) Catalog: VirginiaAirportIQ

VA Skies Airport

Filter by Status/Type

Project Status: All Project Type: All

Filter by Year

Start Year: 2009 End Year: 2009

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
2009	Bush Hog Mower	Screening	Mainten...	0.00	2,971.50	2,971.50	\$5,943.00
2009	Fly-in Air Show	Submitted	Aviation ...	0.00	0.00	0.00	\$0.00
2009	Taxiway Rehabilitation (Cons...	Tentative Alloc...	CAF	1,900,000.00	60,000.00	40,000.00	\$2,000,000.00
	Total			1,900,000.00	62,971.50	42,971.50	\$2,005,943.00

The sort feature allows sponsors to reorder the project listing. The listing can be sorted by:

- fiscal year
- project name
- project status
- project type
- funding source
- total project cost

To sort the data

Step 1: Place cursor on the column heading.

Step 2: Click on the column heading.

Prog Year	Project Name	Status	Type	FAA	State	Local	Total
2006	Apron Expansion (Design)	Closed	CAF	38,000.00	1,200.00	800.00	\$40,000.00
2007	Rotating Beacon Repair	Closed	Mainten...	0.00	840.00	210.00	\$1,050.00
2007	Security Perimeter Fence	Closed	Security	0.00	116,974.44	12,997.16	\$129,971.60
2008	Apron Expansion (Construction)	Granted	CAF	0.00	6,000.00	300,000.00	\$300,000.00
2008	AWOS Repair	Closed	Mainten...	0.00	156.00	780.00	\$780.00
2008	Taxiway Rehabilitation (Desi...	Closed	CAF	0.00	1,880.00	\$94,000.00	
2009	Bush Hog Mower	Screening	Mainten...	0.00	2,971.50	\$5,943.00	
2009	Fly-in Air Show	Submitted	Aviation ...	0.00	1,710.00	\$6,000.00	
2009	Taxiway Rehabilitation (Cons...	Tentative Alloc...	CAF	0.00	40,000.00	\$2,000,000.00	
2010	Environmental Assessment (...)	CIP	CAF	19,000.00	600.00	400.00	\$20,000.00
2010	Maintenance Equipment Stor...	CIP	CAF	0.00	20,000.00	5,000.00	\$25,000.00
2012	Land Acquisition Services (Par...	CIP	CAF	33,250.00	1,050.00	700.00	\$35,000.00
2013	Land Acquisition (Parcel 45)	CIP	CAF	475,000.00	15,000.00	10,000.00	\$500,000.00
2014	T-hanger #3 Site Preparation...	CIP	CAF	0.00	40,000.00	10,000.00	\$50,000.00
	Total			2,839,550.00	275,369.94	92,824.66	\$3,207,744.60

App Version: 1.3.1.8 Database Ver: 1.3.1.8 Server: (local) Catalog: VirginiaAirportIQ

VA Skies Airport

Filter by Status/Type: Project Status: All Project Type: All Filter by Year: Start Year: Null End Year: 2015

Prog Year	Project Name	Status	Type ▲	FAA	State	Local	Total
2009	Fly-in Air Show	Submitted	Aviation ...	0.00	4,290.00	1,710.00	\$6,000.00
2010	Maintenance Equipment Stor...	CIP	CAF	0.00	20,000.00	5,000.00	\$25,000.00
2008	Taxiway Rehabilitation (Desi...	Closed	CAF	89,300.00	2,820.00	1,880.00	\$94,000.00
2009	Taxiway Rehabilitation (Cons...	Tentative Alloc...	CAF	1,900,000.00	60,000.00	40,000.00	\$2,000,000.00
2010	Environmental Assessment (...)	CIP	CAF	19,000.00	600.00	400.00	\$20,000.00
2014	T-hanger #3 Site Preparation...	CIP	CAF	0.00	40,000.00	10,000.00	\$50,000.00
2006	Apron Expansion (Design)	Closed	CAF	38,000.00	1,200.00	800.00	\$40,000.00
2013	Land Acquisition (Parcel 45)	CIP	CAF	475,000.00	15,000.00	10,000.00	\$500,000.00
2012	Land Acquisition Services (Par...	CIP	CAF	33,250.00	1,050.00	700.00	\$35,000.00
2008	Apron Expansion (Construction)	Granted	CAF	285,000.00	9,000.00	6,000.00	\$300,000.00
2007	Rotating Beacon Repair	Closed	Mainten...	0.00	840.00	210.00	\$1,050.00
2008	AWOS Repair	Closed	Mainten...	0.00	624.00	156.00	\$780.00
2009	Bush Hog Mower	Screening	Mainten...	0.00	2,971.50	2,971.50	\$5,943.00
2007	Security Perimeter Fence	Closed	Security	0.00	116,974.44	12,997.16	\$129,971.60
	Total			2,839,550.00	275,369.94	92,824.66	\$3,207,744.60

The ▲ indicates the topic on which the listing is sorted.

5.0 Airport General Information

Sponsors can view a variety of data on their airports in the General Information module, including general facility data, dates, and contact information. Reports for much of the information can be run by the sponsors.

Sponsors are encouraged to periodically review this information, especially the dates for licenses, inspections, obstruction certification, and security certification. Updates to information in this module should be forwarded to DOAV, as noted on page ii.

The General Information module is separated into six categories:

- General
- Dates
- Miscellaneous
- Priority Rating
- Contacts
- Comments

The General tab contains information on a facility's location, identifiers, and service roles. The General tab also provides the issuance and expiration dates and type of public-use airport licenses.

The screenshot displays the AirportIQ System Manager interface. The top navigation bar includes the application name, version information, and user options. The left sidebar lists various modules like Airport Activity, Facility Information, and Grants. The main content area is titled 'General Information' and is divided into several sections: General Information, Airport Category, Identifiers, and Certificates. Each section contains a form with input fields for various data points related to the airport.

General Information	
Facility Name	VA Skies Airport
Facility Address	123 White Cloud Road
City	Flyville
State	VA
Zip Code	23232
Web Address	www.VASkies@flying.net
Email Address	VASkies@flying.net
County	HANOVER
Associated City	Richmond
Congressional Dist.	7
Transport. District	
State Senate	4
State Assembly	55
State Classification	GA Regional

Airport Category	
FAA Service Level	General Aviation
Facility Type	Airport
Facility Use	Public
Facility Ownership	Public
Air Carrier Service	No
Part 139 Status	NA
System Plan	<input type="checkbox"/>

Identifiers	
Location Identifier	VAS
Latitude	37-41-12.345N
FAA Site Number	12345.5*A
Longitude	077-27-01.234
NPIAS Number	
Elevation	1350
FAA AIP Number	123

Certificates	
Date Issued	10/01/2007
Date Expires	09/30/2014
Certificate Type	Full License

The Dates tab has categories for general information, obstruction status certification documents, voluntary security certification, and airport licensing. The most recent dates for the items within each category and related comments are recorded in this tab.

The general information and obstruction status certification categories are shown below.

The screenshot shows the 'AirportIQ System Manager' interface. The 'Facility Data' tab is selected, and the 'Dates' sub-tab is active. The left sidebar contains a tree view with 'General Information' selected. The main content area displays two sections:

Delete	Item	Date	Comments
<input type="checkbox"/>	based aircraft survey received	01/03/2008	
<input type="checkbox"/>	financial responsibility received	01/05/2008	
<input type="checkbox"/>	ALP approval	05/25/2006	
<input type="checkbox"/>	Airport Safety Zoning adopted	01/18/2003	

Delete	Item	Date	Comments
<input type="checkbox"/>	independent survey		
<input type="checkbox"/>	FAA 5010 survey	07/09/2007	no obstructions
<input type="checkbox"/>	FAA 5010 survey notification	07/16/2007	
<input type="checkbox"/>	license survey	08/10/2007	no obstructions
<input type="checkbox"/>	license survey notification	09/14/2007	
<input type="checkbox"/>	PhotoSlope	05/07/2008	no obstructions
<input type="checkbox"/>	PhotoSlope notification	05/13/2008	
<input type="checkbox"/>	DOAV review		
<input type="checkbox"/>	DOAV review notification		
<input type="checkbox"/>	ALP analysis		

The voluntary security certification and airport licensing data are in the lower portion of the tab.

The screenshot shows the 'AirportIQ System Manager' interface with the 'Dates' tab selected. The left sidebar remains the same. The main content area displays two additional sections:

Delete	Item	Date	Comments
<input type="checkbox"/>	security plan	01/25/2006	
<input type="checkbox"/>	security audit	06/15/2006	
<input type="checkbox"/>	security self-audit	09/12/2007	

Delete	Item	Date	Comments
<input type="checkbox"/>	license renewal notice sent	07/17/2007	
<input type="checkbox"/>	application received	07/25/2007	
<input type="checkbox"/>	fee received	07/25/2007	
<input type="checkbox"/>	new license mailed	09/14/2007	
<input type="checkbox"/>	registration confirmed		

The Miscellaneous tab contains additional information related to an airport.

ASM - powered by GCR - Microsoft Internet Explorer

Address: http://asm.doav.virginia.gov/VirginiaAirportIQ/WebApp/default.aspx?module=GenInfo/genInfo&nt=1&menu=1&tabID=101

AirportIQ System Manager App Version: 1.3.1.8 Database Ver: 1.3.1.8 Server: (local) Catalog: VirginiaAirportIQ

Facility Data | State System Data | Utilities VA Skies Airport Options | Help | Logout

General Information | Airport Activity | Facility Information | Grant Requests | Grants | Inspections | Documents Library

General | Dates | Miscellaneous | Priority Rating | Contacts | Comments

Delete	Item	Description	Comments
<input type="checkbox"/>	Planning District	15	
<input type="checkbox"/>	Planning Region	4	
<input type="checkbox"/>	Service Role	GR	
<input type="checkbox"/>	Coastal Resources Area	Yes	
<input type="checkbox"/>	Unmitigated Obstructions	No	

Planning District	planning district commission
Planning Region	Virginia Aviation Board region
Service Role	state service role as: <ul style="list-style-type: none"> CS - air carrier airport RL - reliever airport GR - regional general aviation airport GC - community general aviation airport LO - local service general aviation airport
Coastal Resources Area	inclusion in the Virginia Coastal Resources Management Area
Unmitigated Obstructions	presence of unmitigated obstructions affecting funding per current Virginia Aviation Board policy

The Priority Rating tab contains airport characteristic information. This information is used in the priority system scoring for Airport Capital Program project requests. Details on the scoring process and values can be found in DOAV's *Airport Program Manual*.

AirportIQ System Manager App Version: 1.3.1.8 Database Ver: 1.3.1.8 Server: (local) Catalog: VirginiaAirportIQ

Facility Data | State System Data | Utilities VA Skies Airport Options | Help | Logout

General Information | Airport Activity | Facility Information | Grant Requests | Grants | Inspections | Documents Library | Maps/Graphics

General | Dates | Miscellaneous | Priority Rating | Contacts | Comments

Airport Operational Conditions

Item	Description	Comments
Height Restrictive Zoning	Yes	
Minimum standards set by code	minimum standards have been met	
Airport Maintenance	satisfactory	

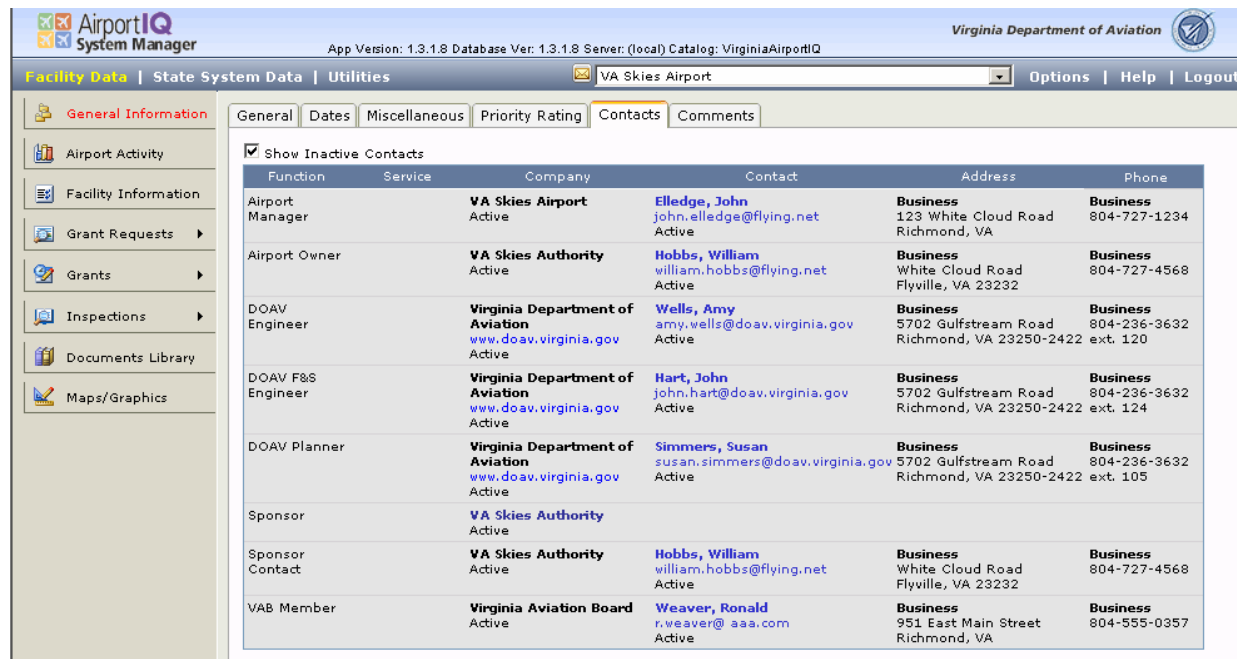
Airport Service Role

Item	Description	Comments
Service Role	Regional General Aviation Airport	

Security Certification Status

Item	Description	Comments
Security Certification	meets minimum elements	

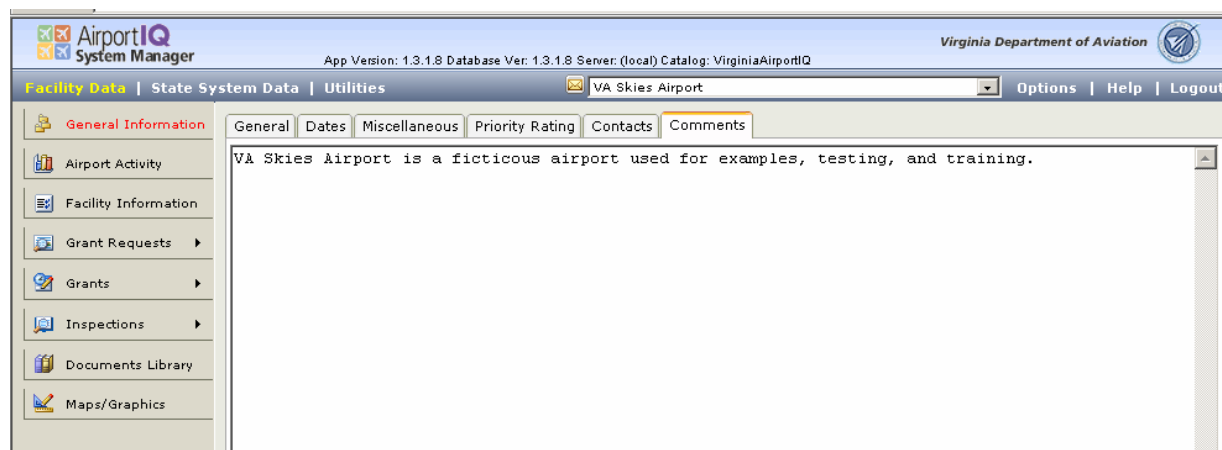
The Contacts tab contains names and information for contacts connected to the airport. The contacts are listed by the function they serve for an airport. A person may be listed more than once, depending on the functions associated with the sponsor and airport. The function of airport owner is used to identify the contact to be listed on the funding request summary report that is part of the Virginia Aviation Board package.



Function	Service	Company	Contact	Address	Phone
Airport Manager	Active	VA Skies Airport	Elledge, John john.elledge@flying.net Active	Business 123 White Cloud Road Richmond, VA	Business 804-727-1234
Airport Owner	Active	VA Skies Authority	Hobbs, William william.hobbs@flying.net Active	Business White Cloud Road Flyville, VA 23232	Business 804-727-4568
DOAV Engineer	Active	Virginia Department of Aviation www.doav.virginia.gov	Wells, Amy amy.wells@doav.virginia.gov Active	Business 5702 Gulfstream Road Richmond, VA 23250-2422	Business 804-236-3632 ext. 120
DOAV F&S Engineer	Active	Virginia Department of Aviation www.doav.virginia.gov	Hart, John john.hart@doav.virginia.gov Active	Business 5702 Gulfstream Road Richmond, VA 23250-2422	Business 804-236-3632 ext. 124
DOAV Planner	Active	Virginia Department of Aviation www.doav.virginia.gov	Simmers, Susan susan.simmers@doav.virginia.gov Active	Business 5702 Gulfstream Road Richmond, VA 23250-2422	Business 804-236-3632 ext. 105
Sponsor	Active	VA Skies Authority			
Sponsor Contact	Active	VA Skies Authority	Hobbs, William william.hobbs@flying.net Active	Business White Cloud Road Flyville, VA 23232	Business 804-727-4568
VAB Member	Active	Virginia Aviation Board	Weaver, Ronald r.weaver@aaa.com Active	Business 951 East Main Street Richmond, VA	Business 804-555-0357

A sponsor can open an email to a contact or a website by clicking on an address shown in blue.

The Comments tab contains general comments related to the airport.



Function	Service	Company	Contact	Address	Phone
VA Skies Airport is a fictitious airport used for examples, testing, and training.					

Reports can be generated for the data recorded in the General, Dates, and Miscellaneous tabs.

To run a General Information Report:

Step 1: Move cursor over Reports.

Step 2: Click on General Info Report.

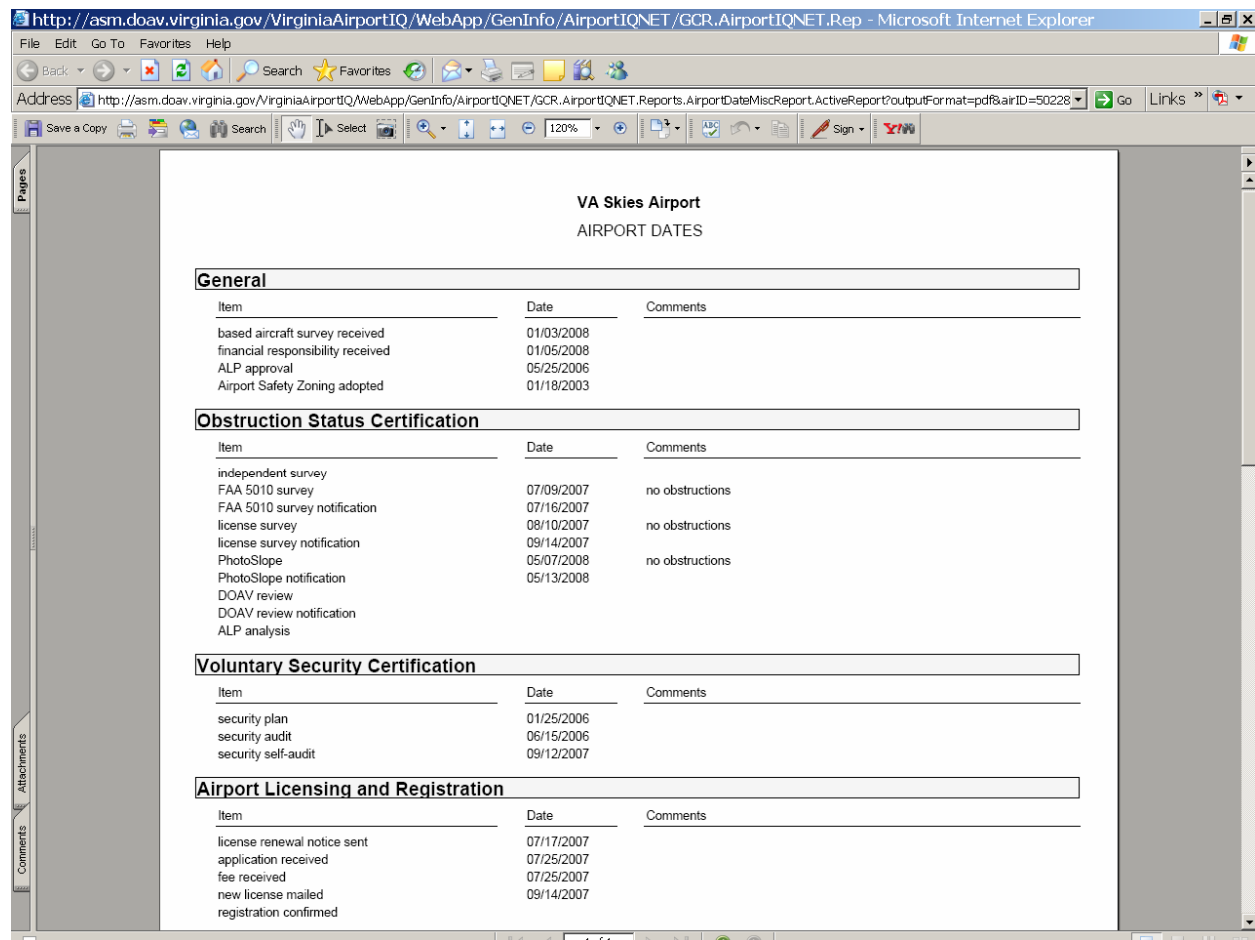
Airport IQ will generate a General Information Report in PDF format.

Department of Aviation Commonwealth of Virginia
Airport Information Summary

General Information		Airport Category	
Facility Name	VA Skies Airport	Service Level	General Aviation
Facility Address	123 White Cloud Road	Facility Type	Airport
City, State Zip	Flyville, VA 23232	Facility Use	Public
Web Address	www.VASkies@flying.net	Facility Ownership	Public
Email Address	VASkies@flying.net	Air Carrier Service	No
County	HANOVER	Part 139 Status	NA
Associated City	Richmond	ACIP Service Level	
Congressional Dist.	7	System Plan	No
Transport. District			
State Senate	4		
State Assembly	55		
State Classification	GA Regional		

Identifiers		Airport Operating Certificates	
FAA Site Code	VAS	Latitude	37-41-12.345N
FAA Site Number	12345.5*A	Longitude	077-27-01.234E
NPIAS Number		Elevation	1350
FAA AIP Number	123	Date Issued	10/1/2007
		Date Expires	9/30/2014
		Certificate Type	Full License

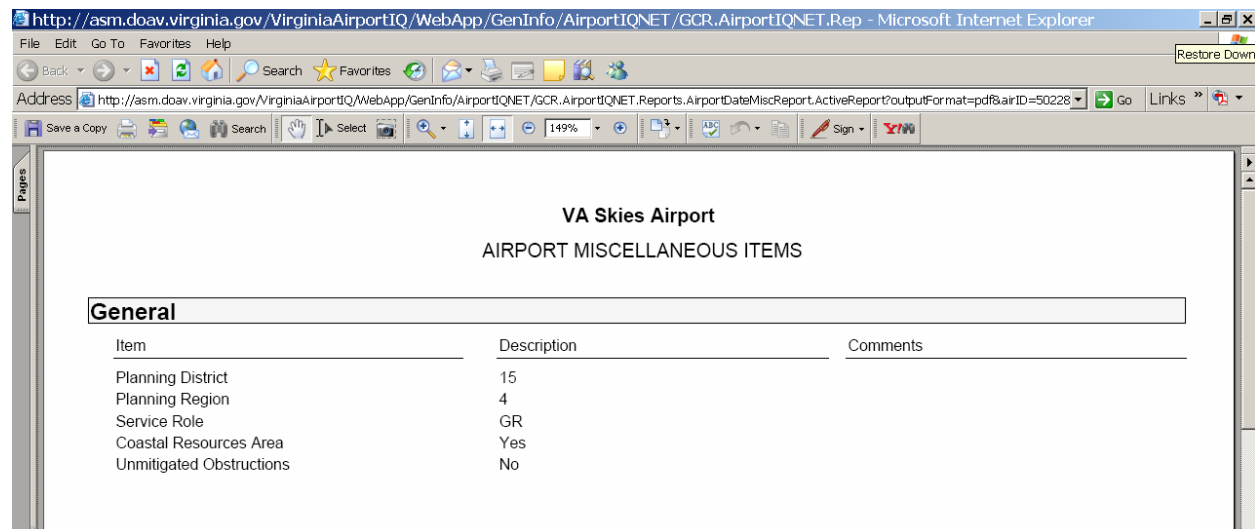
To run an Airport Dates report, click on the Report button under the Dates tab:



The screenshot shows a Microsoft Internet Explorer browser window displaying the Virginia Airport IQ WebApp. The address bar shows the URL: <http://asm.doav.virginia.gov/VirginiaAirportIQ/WebApp/GenInfo/AirportIQNET/GCR.AirportIQNET.Rep>. The page title is "VA Skies Airport AIRPORT DATES". The report is organized into sections: General, Obstruction Status Certification, Voluntary Security Certification, and Airport Licensing and Registration. Each section contains a table with columns for Item, Date, and Comments.

VA Skies Airport AIRPORT DATES		
General		
Item	Date	Comments
based aircraft survey received	01/03/2008	
financial responsibility received	01/05/2008	
ALP approval	05/25/2006	
Airport Safety Zoning adopted	01/18/2003	
Obstruction Status Certification		
Item	Date	Comments
independent survey		
FAA 5010 survey	07/09/2007	no obstructions
FAA 5010 survey notification	07/16/2007	
license survey	08/10/2007	no obstructions
license survey notification	09/14/2007	
PhotoSlope	05/07/2008	no obstructions
PhotoSlope notification	05/13/2008	
DOAV review		
DOAV review notification		
ALP analysis		
Voluntary Security Certification		
Item	Date	Comments
security plan	01/25/2006	
security audit	06/15/2006	
security self-audit	09/12/2007	
Airport Licensing and Registration		
Item	Date	Comments
license renewal notice sent	07/17/2007	
application received	07/25/2007	
fee received	07/25/2007	
new license mailed	09/14/2007	
registration confirmed		

To run an Airport Miscellaneous Items report, move the cursor to Report button then click on Report in the flyout menu:



The screenshot shows the same Virginia Airport IQ WebApp interface, but displaying the "AIRPORT MISCELLANEOUS ITEMS" report for VA Skies Airport. The report is organized into sections: General. The General section contains a table with columns for Item, Description, and Comments.

VA Skies Airport AIRPORT MISCELLANEOUS ITEMS		
General		
Item	Description	Comments
Planning District	15	
Planning Region	4	
Service Role	GR	
Coastal Resources Area	Yes	
Unmitigated Obstructions	No	

Appendix A: Naming Conventions for Supporting Document

To improve the efficiency of the project request evaluation process and project management in Airport IQ, the Virginia Department of Aviation (DOAV) has established naming conventions to be used by sponsors when entering supporting documents. The naming conventions are composed of elements and set items. Elements that are document specific are shown as <elements> within each naming convention.

When saving a document, sponsors need to name the file using the conventions below by replacing the elements with the appropriate information. Descriptions of each element and examples of supporting document names are provided. Do not use any symbols, such as #, in the file names.

Funding Programs	Supporting Document Naming Convention
Airport Capital	<airport identifier> <document type> <project> VAB <year> <month>
F&E	<airport identifier> <document type> <project> <date>
Voluntary Security	<airport identifier> <document type> <project> <date>
Maintenance	<airport identifier> <document type> <project> <date>
Aviation Promotion	<airport identifier> budget <project> <date>
Air Service Development	<airport identifier> budget <project> <date>

Element	Programs	Description												
airport identifier	all	three-character identifier assigned by FAA												
document type	Airport Capital	type of document, identified using the code provided below <table><tr><th>Type of Document</th><th>Code</th></tr><tr><td>narrative</td><td>narrative</td></tr><tr><td>narrative sketch</td><td>sketch</td></tr><tr><td>categorical exclusion letter</td><td>catex</td></tr><tr><td>coastal zone consistency letter</td><td>coastalzone</td></tr><tr><td>Finding of No Significant Impact</td><td>FONSI</td></tr></table>	Type of Document	Code	narrative	narrative	narrative sketch	sketch	categorical exclusion letter	catex	coastal zone consistency letter	coastalzone	Finding of No Significant Impact	FONSI
Type of Document	Code													
narrative	narrative													
narrative sketch	sketch													
categorical exclusion letter	catex													
coastal zone consistency letter	coastalzone													
Finding of No Significant Impact	FONSI													
	<ul style="list-style-type: none">F&EVoluntary SecurityMaintenance	type of document, identified using the code provided below <table><tr><th>Type of Document</th><th>Code</th></tr><tr><td>scope of work</td><td>scope</td></tr><tr><td>estimated budget, quote, bid</td><td>quote/bid</td></tr><tr><td>project schedule</td><td>schedule</td></tr><tr><td>sketch</td><td>sketch</td></tr></table>	Type of Document	Code	scope of work	scope	estimated budget, quote, bid	quote/bid	project schedule	schedule	sketch	sketch		
Type of Document	Code													
scope of work	scope													
estimated budget, quote, bid	quote/bid													
project schedule	schedule													
sketch	sketch													
project	all	project or “all projects” as appropriate												
year	Airport Capital	last two digits of the calendar year of the VAB meeting (i.e. 08=2008)												
month	Airport Capital	two-digit notation of the month of the VAB meeting (i.e. 02=February)												
date	<ul style="list-style-type: none">F&EVoluntary SecurityMaintenancePromotionAir Service	submission date of request formatted as mmddyy												

DOAV requires that sketches be gray scaled, sized to 8 ½ x 11 inches, and no more than 100 kb.

If a document is associated with more than one project request being entered but not all of the projects, such as a categorical exclusion letter addressing two projects but not a third, the document name should include all the associated projects.

Examples of supporting document names are provided here.

Programs	Type of Document	Examples of Supporting Document Names
Airport Capital	narrative	VAS narrative apron rehabilitation (construction) VAB 08 06
	narrative sketch	VAS sketch apron rehabilitation (construction) VAB 08 06
	categorical exclusion letter	VAS catex apron rehabilitation (construction) VAB 08 06
	obstruction-free certification	VAS OC 5010 VAB 08 06
Facilities and Equipment	scope of work	VAS scope REIL replacement Runway 3 21 050107
	estimated budget	VAS budget REIL replacement Runway 3 21 050107
	project schedule	VAS schedule REIL replacement Runway 3 21 050107
	sketch	VAS sketch REIL replacement Runway 3 21 050107
Voluntary Security	scope of work	VAS scope fence installation perimeter 050107
	estimated budget	VAS budget fence installation perimeter 050107
	project schedule	VAS schedule fence installation perimeter 050107
	sketch	VAS sketch fence installation perimeter 050107
Maintenance	scope of work	VAS scope rotating beacon repair 050107
	estimated budget	VAS budget rotating beacon repair 050107
	project schedule	VAS schedule rotating beacon repair 050107
	sketch	VAS sketch rotating beacon repair 050107
Aviation Promotion	fly-in event	VAS budget fly-in 050107
	business plan	VAS budget business plan 050107
Air Service Development and Enhancement	airline visit	VAS budget airline visit 050107
	market research services	VAS budget market research services 050107